

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4315 **TITLE:** DEPUTY COUNTY ATTORNEY **GRADE:** L-09

DEFINITION:

Under general direction, to manage the performance of the administrative, advisory, and/or litigation functions of the Office of the County Attorney related to personnel issues, the administration of County government, land use and/or environmental matters; as delegated by the discretion of the County Attorney, one position allocated to this class will act for the County Attorney in his/her absence; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Employees in this class have final authority for the review and approval of all outgoing work for their respective functional area of assignment.

ILLUSTRATIVE DUTIES:

Supervises, evaluates and delegates work assignments to senior supervisory attorneys;
Reviews and approves outgoing opinions;
Reviews and approves ordinances, resolutions, and other legal documents;
Personally prepares and presents major cases and legal opinions which are significant policy matters;
Meets with representatives of County committees, boards and agencies to provide legal advice/assistance and to investigate opportunities for initiating plaintiff litigation;
Conducts legal research;
Renders legal opinions;
Instructs, advises and assists attorneys;
Prepares reports and correspondence on legal matters;
Performs and/or oversees personnel, financial, budgeting, and purchasing functions for the section.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of local, state, and federal laws and court decisions affecting the practice of law at the county level;
Ability to learn Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to plan, assign and review the work of subordinate attorneys;
Ability to maintain effective working relationships with associates, County officials and the public.

EMPLOYMENT STANDARDS:

Must be an active member in good standing of the Virginia State Bar.

Six years of experience in the practice of civil law in the employ of a municipal or County government, or acceptable equivalent experience.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full time employment and preclude the private practice of law. However, the phrase “private practice of law” does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

REGRADE: April 3, 2006
REVISED: December 1, 2004
REVISED: January 24, 2001
REVISED: January 8, 1990
ESTABLISHED: May 1980